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Spendvision User Manual

A user guide for managing transactions on Spendvision

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Purchase to Pay

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Essex County Council

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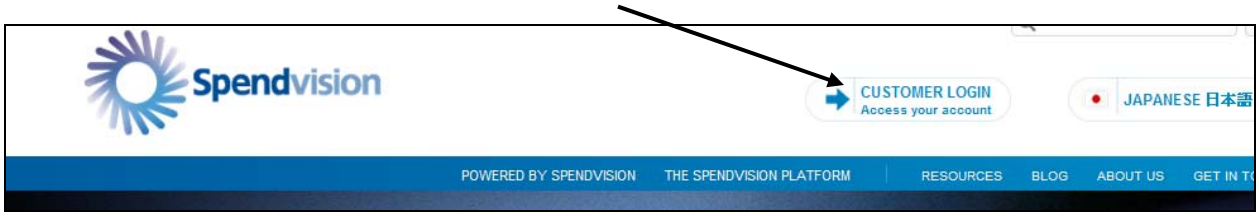
1.0Transaction processing using Spendvision

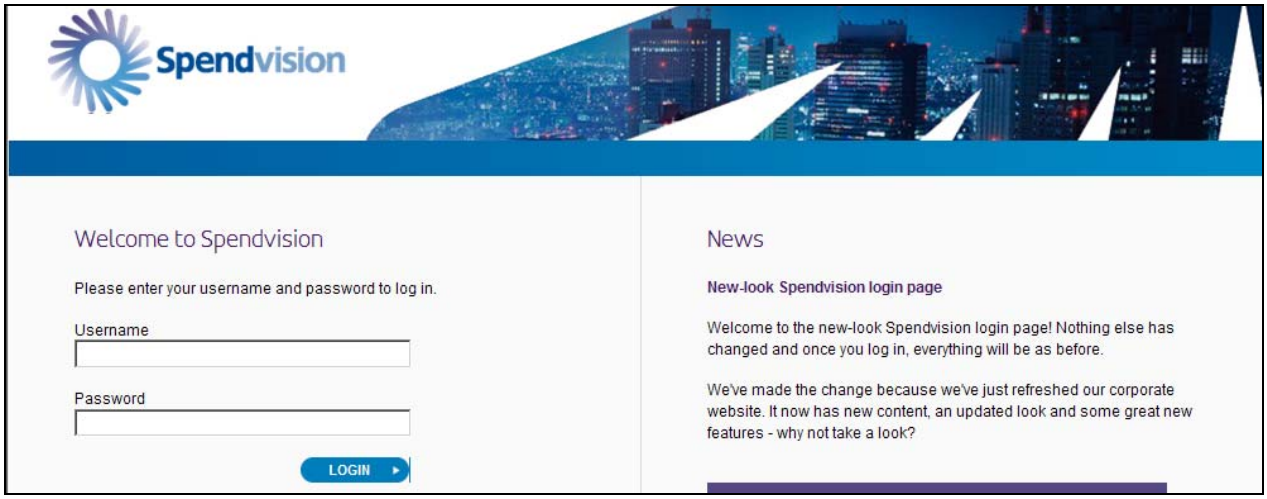
1.1 Introduction to Spendvision

Spendvision is an internet based Transaction Management System which has been configured to meet ECC business rules and structure, replacing paper processes for coding and approving purchasing card transactions. Spendvision must be used to code all transactions, state the business purpose for the purchase and attach receipt evidence.

1.2 How to access the Spendvision system

Enter https://www.spendvision.com into the Internet Browser (or click on the link from the intranet). **Click** **Customer Login**; enter your user name and password and **Click** **Login**.




Spendvision
Welcome to Spendvision
Please enter your username and password to log in.
Username
Password
LOGIN
News
New-look Spendvision login page
Welcome to the new-look Spendvision login page! Nothing else has changed and once you log in, everything will be as before.
We've made the change because we've just refreshed our corporate website. It now has new content, an updated look and some great new features - why not take a look?

Please note: If you are inactive for 30 minutes you will be automatically logged out of the system and you will need to login again in order to continue using the system.

1.3 What to do if you forget your Password

From the login screen **Click** **Forgotten your password?** Follow the prompts to have your password emailed to you. After using this feature, the next time you login you will be asked to update your password. If you have forgotten your Username you need to contact the P2P helpdesk on 01245 437708 (internal ext. 51708).

1.4 Employee Declaration

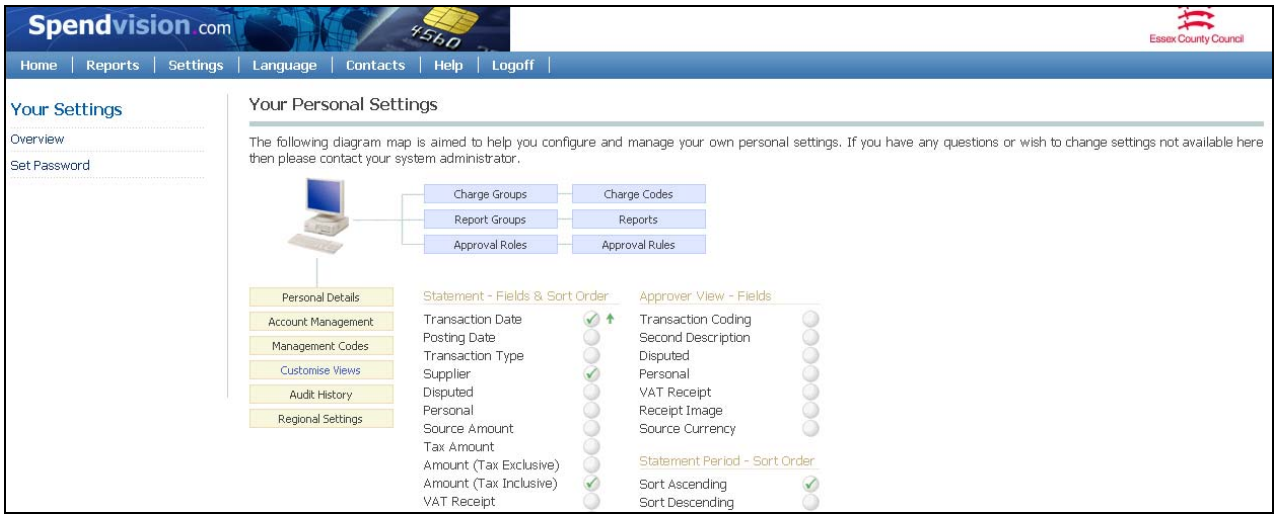
Each time you enter the system you will need to **Accept** or **Decline** the Employee Declaration. It is essential that you have read the Purchase Card Policy in order to use the system. **Click** on the link to get full details of this policy. If you **Click** **Accept** you will be taken to your home page. If you **Click** **Decline** you will not be able to progress with using the system.

1.5 How to change your password

You can change your password by **Clicking** **Settings** (on the left hand side of your homepage) and then **Set Password** (on the left hand side).

1.6 How to customise your view of your card statement

To view your Spendvision settings, **Click** **Settings** on the left hand side of your home page.
Click **customise views** on your Settings screen.
You will then be presented with a list of additional information you can select to show on your Card Statement.

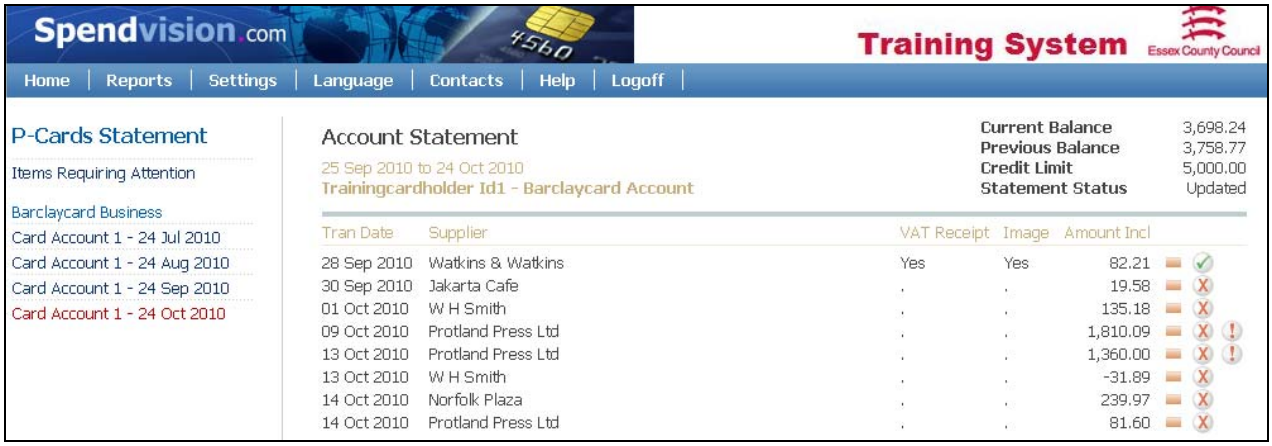


By clicking on any of the buttons listed under these headings, you are able to add additional information to your view of your card statement and/or approvals screen. After you have selected the buttons **Click** **Save.**

2.0 Cardholder Transaction Processing

2.1 How to view your card statement and transactions

After successfully logging in to the system, **Click P-Card Statement** on the left hand side of your home page. Your current **Account Statement** will be shown similar to the screen below. Card statements for the six previous periods (where applicable) will be shown on the left hand side. You will not be able to alter any coding of transactions in these previous periods; however you can still view the transactions.


Spendvision.com
Training System
Essex County Council
Home | Reports | Settings | Language | Contacts | Help | Logoff
P-Cards Statement
Items Requiring Attention
Barclaycard Business
Card Account 1 - 24 Jul 2010
Card Account 1 - 24 Aug 2010
Card Account 1 - 24 Sep 2010
Card Account 1 - 24 Oct 2010
Account Statement
25 Sep 2010 to 24 Oct 2010
Trainingcardholder Id1 - Barclaycard Account
Current Balance 3,698.24
Previous Balance 3,758.77
Credit Limit 5,000.00
Statement Status Updated
Tran Date Supplier VAT Receipt Image Amount Incl
28 Sep 2010 Watkins & Watkins Yes Yes 82.21
30 Sep 2010 Jakarta Cafe . . 19.58
01 Oct 2010 W H Smith . . 135.18
09 Oct 2010 Protland Press Ltd . . 1,810.09
13 Oct 2010 Protland Press Ltd . . 1,360.00
13 Oct 2010 W H Smith . . -31.89
14 Oct 2010 Norfolk Plaza . . 239.97
14 Oct 2010 Protland Press Ltd . . 81.60

The column to the right of the transaction amount relates to the status of the transaction. The icons in this column indicate the following:

- (Red X) - Shows that some mandatory coding is required.
- (Green Tick) - Denotes that all coding information has been entered.
- (Green Question Mark) - Shows that the transaction has been automatically coded.

2.2 Transaction cycle

The system will be updated daily and you will receive e-mails to prompt you when items require attention. You can therefore deal with items as they occur. It is suggested however that as a minimum you log on weekly to code your transactions and upload receipts.
An extract of the transactions in the system will be taken on the Wednesday before the last Friday of the month (P-card deadline) to update the General Ledger. You are therefore required to code and receipt transactions within the transaction cycle.
Any items not updated by the cardholder in time for the extract date will be posted using the default code.

2.3 How to manage and upload receipts

It is important that you upload a receipt for every transaction on your statement as evidence of business purchase. If your purchase includes goods subject to VAT, and the supplier is VAT registered, you must always request a correct VAT receipt.

A valid receipt must contain the following details:

- Date
- Total amount payable
- Supplier name, address and VAT registration (if goods VAT-able)
- Goods description
- VAT amount (if goods VAT-able)

A credit card slip is not acceptable. For purchases under £250 you can claim VAT using a simplified receipt, further guidance can be found in this document VAT guidance.

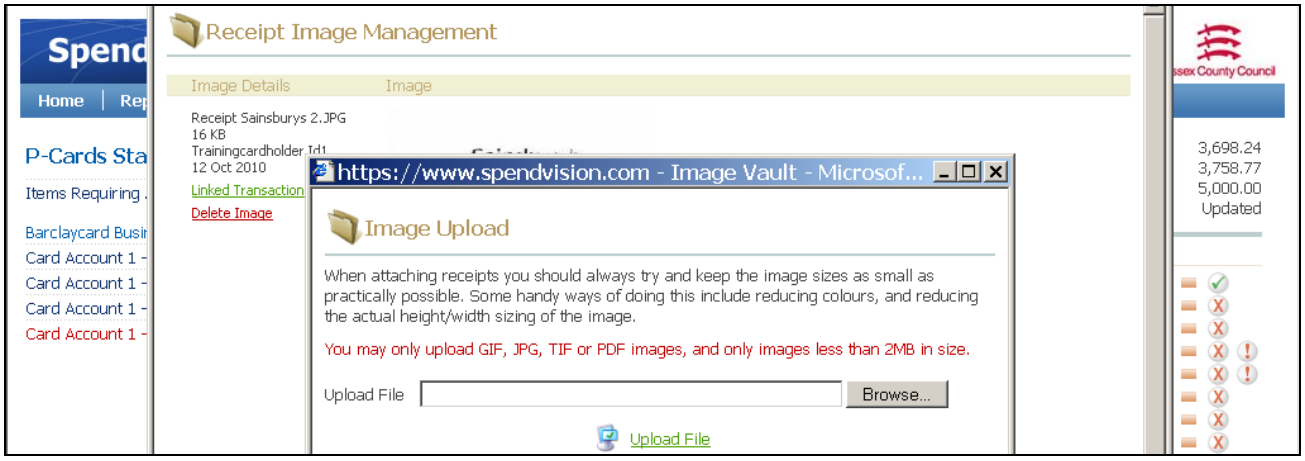
You will need to scan your receipt or obtain a clear digital image using a camera and save the image as a PDF file (JPG, GIF or TIF files can be accepted). When you have uploaded the image to Spendvision, and have checked to make sure that the image is present, there is no need to store the electronic copy on your computer. Please keep the original paper copy for 12 months for audit purposes.

If you have access to a Konica bizhub photocopier and scanner you will easily be able to set yourself up to scan items and the image will be e-mailed to your PC. To add your e-mail address to the scanner follow these steps:

Press the Utility/Counter button
On the screen choose
Option 1 – One Touch/User Box registration
Option 1 – Create One Touch Destination
Option 1 – Address book
Option 1 – E-mail
New - Press Name – enter name – press OK
Press E-mail address – enter full address – press OK – OK - Close
You will now be able to place your receipt or invoice on the photocopier screen and press the Fax/Scan button. Select your e-mail address. **Click OK** and press the Start button. The file will be e-mailed to your PC and you can then save and upload to Spendvision.

To upload receipt images to Spendvision **Click Manage Receipt Images** on your **Account Statements** page. Any receipts that have already been loaded will be shown here. **Click Upload New Image** (always top left of the screen).

Click **Browse** to search for your image. **Click** the correct file and **Click** **Upload File**.


Receipt Image Management
Image Details
Image
Receipt Sainsburys 2.JPG
16 KB
Trainingcardholder Id1
12 Oct 2010
Linked Transaction
Delete Image
https://www.spendvision.com - Image Vault - Microsof...
Image Upload
When attaching receipts you should always try and keep the image sizes as small as practically possible. Some handy ways of doing this include reducing colours, and reducing the actual height/width sizing of the image.
You may only upload GIF, JPG, TIF or PDF images, and only images less than 2MB in size.
Upload File
Browse...
Upload File
Home
P-Cards Sta
Items Requiring
Barclaycard Busi
Card Account 1 -
Card Account 1 -
Card Account 1 -
Card Account 1 -
Essex County Council
3,698.24
3,758.77
5,000.00
Updated

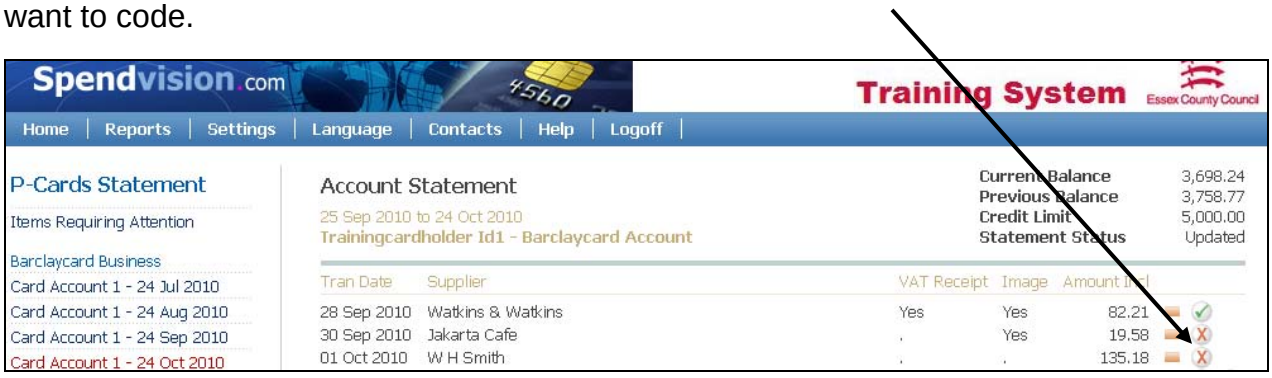
You will see a pop up box showing the transactions for that statement period. Link the receipt image to the relevant transaction by **clicking** on the transaction you want to attach the receipt to (it will now be highlighted blue). **Click** **Save**. If you forget to click Save, your receipt will not be shown against the transaction.

https://www.spendvision.com - Image Vault - Microsoft Inter...
Receipt Image Management - Transaction Linking
Date Reference Extracted Images Amount
28 Sep 2010 Watkins & Watkins - 1 82.21
30 Sep 2010 Jakarta Cafe - 0 19.58
01 Oct 2010 W H Smith - 0 135.18
09 Oct 2010 Protland Press Ltd - 0 1,810.09
13 Oct 2010 W H Smith - 0 -31.89
13 Oct 2010 Protland Press Ltd - 0 1,360.00
14 Oct 2010 Norfolk Plaza - 0 239.97
14 Oct 2010 Protland Press Ltd - 0 81.60
24 Oct 2010 Transaction Fees - 0 1.50
All None No Image
Cancel
Save
Receipt Sains
16 KB
Trainingcardh
12 Oct 2010
Linked Transa
Delete Image
Home
P-Cards Sta
Items Requiring
Barclaycard Busi
Card Account 1 -
Card Account 1 -
Card Account 1 -
Card Account 1 -
Essex County Council
3,698.24
3,758.77
5,000.00
Updated

Do not delete the receipt images after you have correctly loaded them. Close the pop up windows. You will be on your **Accounts Statement** page.

2.4 How to code Card Transactions

After uploading your receipt image **click** the red cross to the right of the transaction you want to code.


Spendvision.com
Training System
Essex County Council
Home | Reports | Settings | Language | Contacts | Help | Logoff
P-Cards Statement
Items Requiring Attention
Barclaycard Business
Card Account 1 - 24 Jul 2010
Card Account 1 - 24 Aug 2010
Card Account 1 - 24 Sep 2010
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Account Statement
25 Sep 2010 to 24 Oct 2010
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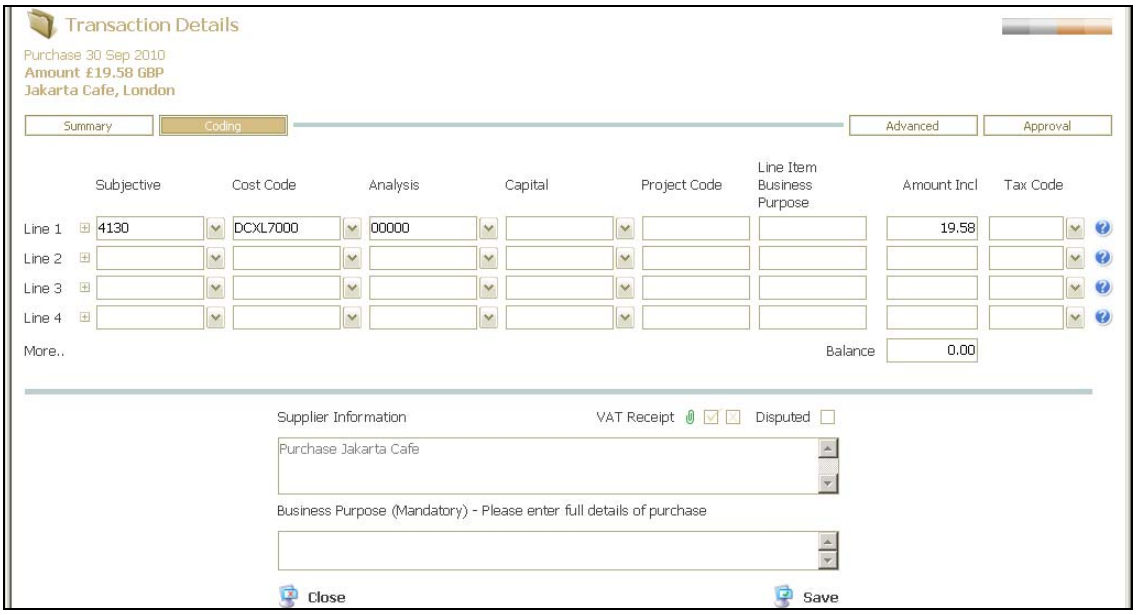
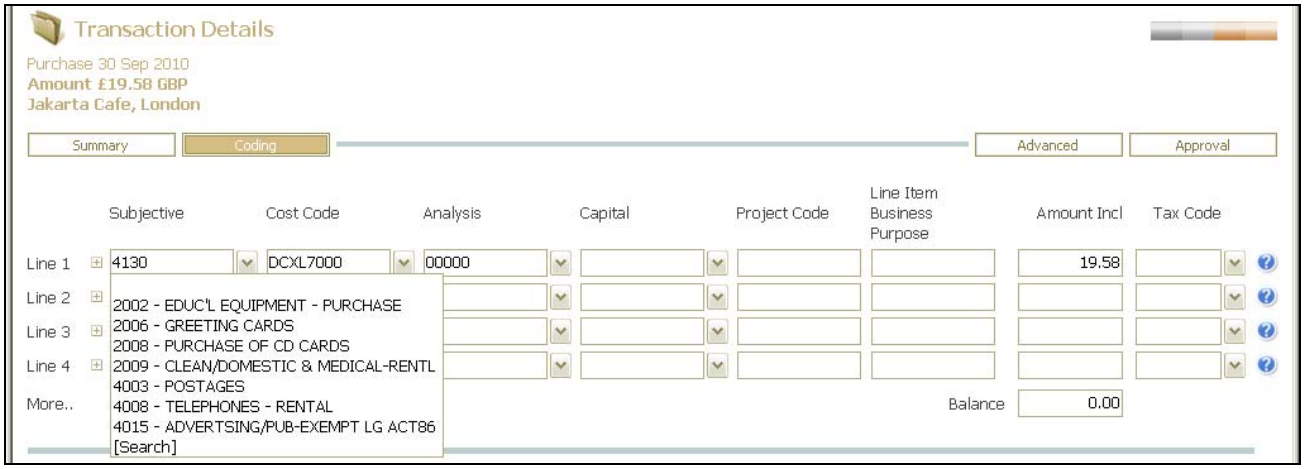
Credit Limit 5,000.00
Statement Status Updated
Tran Date Supplier VAT Receipt Image Amount
28 Sep 2010 Watkins & Watkins Yes Yes 82.21
30 Sep 2010 Jakarta Cafe . Yes 19.58
01 Oct 2010 W H Smith . . 135.18

The **Transaction Details** coding screen will now be displayed.



Step 1 – Coding the transaction

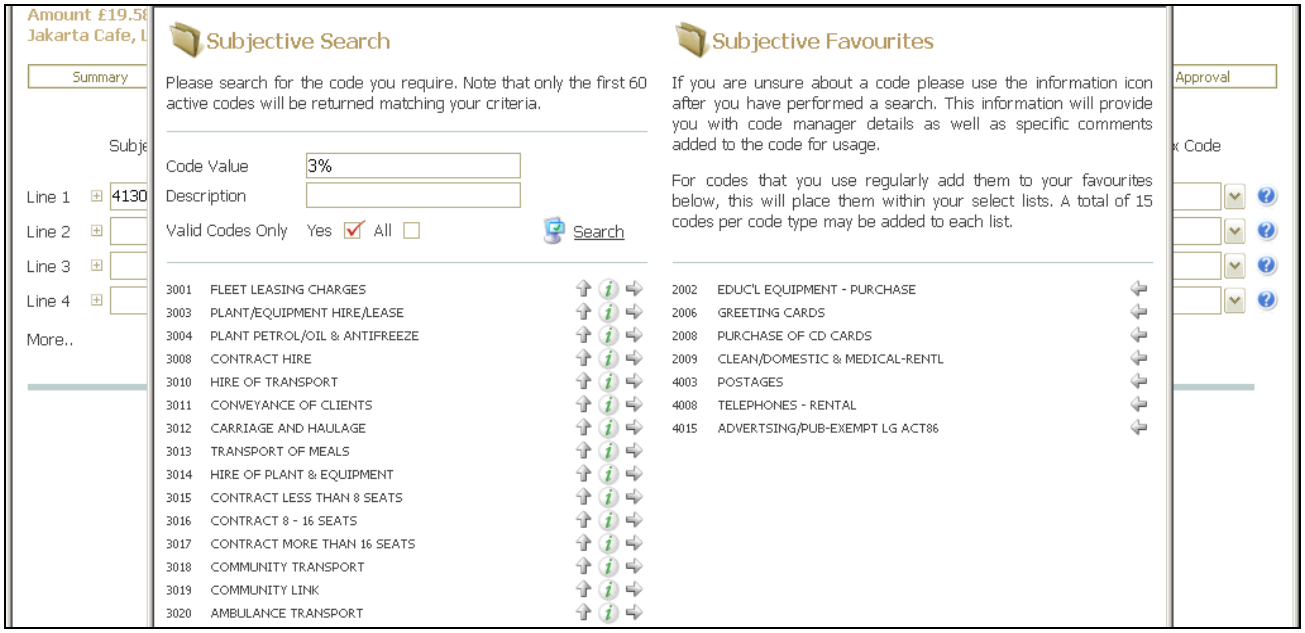
For the transaction to be correctly coded it must have a **Subjective, Cost Centre** and **Analysis**. The **Project Code** field is not mandatory. Some of these fields will be pre-populated based on the category of spend. You should amend the code if it is incorrect. To search for a new code **click** the drop down arrow beside the code field and **Click [Search]**, please note you will only see Cost Centres that the Budget holder has approved you to use.



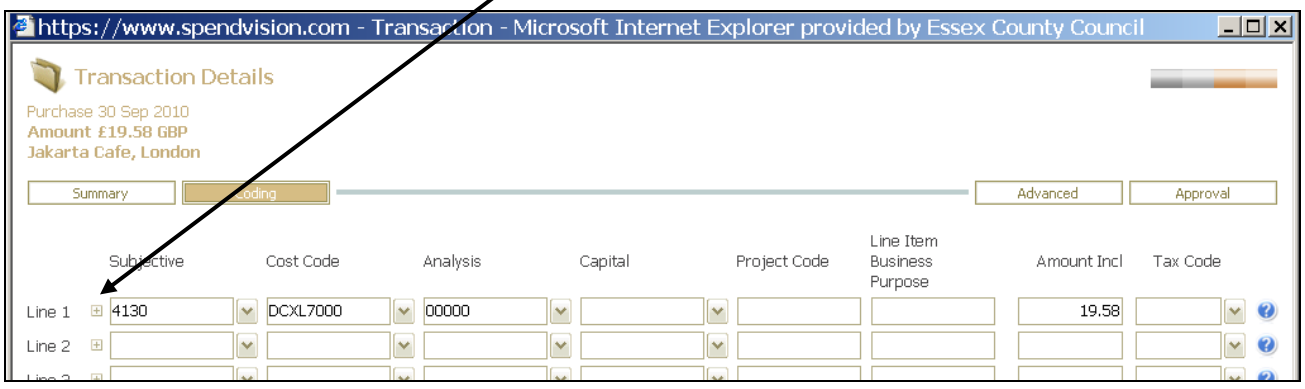
A search window like the one shown below will appear. If you know the code you are looking for, enter the details of the code into the **Code Value** or **Description** field.
If you know part of the code value or description, use the "%" key for a wildcard search e.g. 3% would return all subjectives beginning with a 3 or S% would return all codes with a description starting with an S. **Click Search**. NOTE: If you just **Click Search** without searching for a particular code, the system will return the first 60 valid codes it finds. The **Valid Codes Only** box will be ticked as default.

Transaction Details
https://www.spendvision.com - Personal Settings - Microsoft Internet Explorer provid...
Subjective Search
Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.
Code Value
Description
Valid Codes Only Yes All
Search
Subjective Favourites
If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.
For codes that you use regularly add them to your favourites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.
2002 EDUC'L EQUIPMENT - PURCHASE
2006 GREETING CARDS
2008 PURCHASE OF CD CARDS
Summary
Approval
Line 1
Line 2
Line 3
Line 4
More..

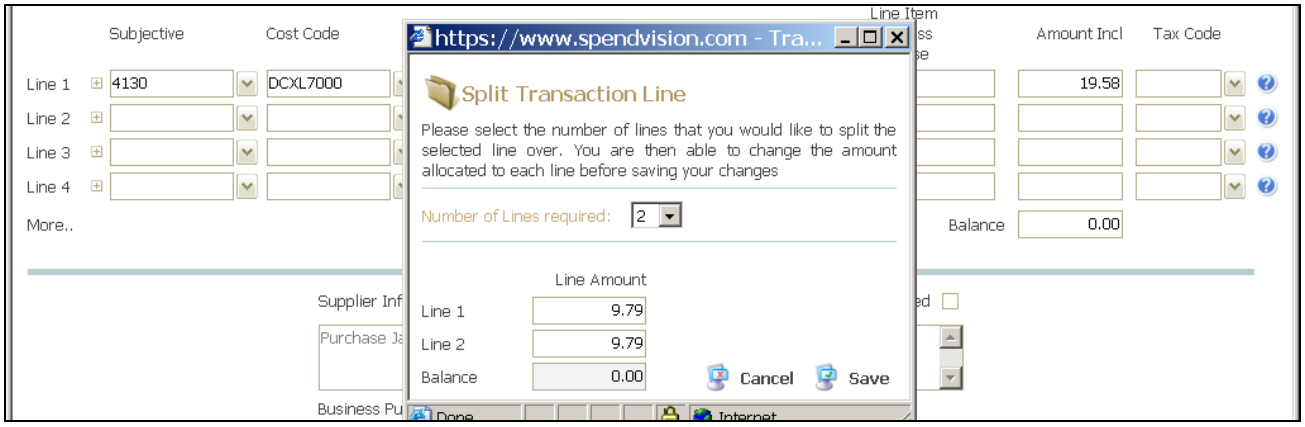
To return a code to the transaction screen **Click** on the Up Arrow. If this code is one that you are likely to use a lot consider adding to your favourites by clicking on the Right Arrow . When you have set up a list of **Favourite** codes for each code type, it will save you time as you will no longer need to do a full search for every code you require. Instead, a list of your most frequently used codes will appear in the drop down list when you click on it, as shown in the example below. You can add up to 15 favourite codes.


Subjective Search
Please search for the code you require. Note that only the first 60 active codes will be returned matching your criteria.
Code Value 3%
Description
Valid Codes Only Yes All
Search
Subjective Favourites
If you are unsure about a code please use the information icon after you have performed a search. This information will provide you with code manager details as well as specific comments added to the code for usage.
For codes that you use regularly add them to your favourites below, this will place them within your select lists. A total of 15 codes per code type may be added to each list.
3001 FLEET LEASING CHARGES
3003 PLANT/EQUIPMENT HIRE/LEASE
3004 PLANT PETROL/OIL & ANTIFREEZE
3008 CONTRACT HIRE
3010 HIRE OF TRANSPORT
3011 CONVEYANCE OF CLIENTS
3012 CARRIAGE AND HAULAGE
3013 TRANSPORT OF MEALS
3014 HIRE OF PLANT & EQUIPMENT
3015 CONTRACT LESS THAN 8 SEATS
3016 CONTRACT 8 - 16 SEATS
3017 CONTRACT MORE THAN 16 SEATS
3018 COMMUNITY TRANSPORT
3019 COMMUNITY LINK
3020 AMBULANCE TRANSPORT
2002 EDUC'L EQUIPMENT - PURCHASE
2006 GREETING CARDS
2008 PURCHASE OF CD CARDS
2009 CLEAN/DOMESTIC & MEDICAL-RENTL
4003 POSTAGES
4008 TELEPHONES - RENTAL
4015 ADVERTSING/PUB-EXEMPT LG ACT86
Summary
Approval
Line 1
Line 2
Line 3
Line 4
More..

If you wish to split code the transaction, for example where a purchase was made for two separate cost codes or where the purchase is subject to two different VAT codes, you can do this by clicking on the small + (plus) symbol on the left hand side where it says Line 1.



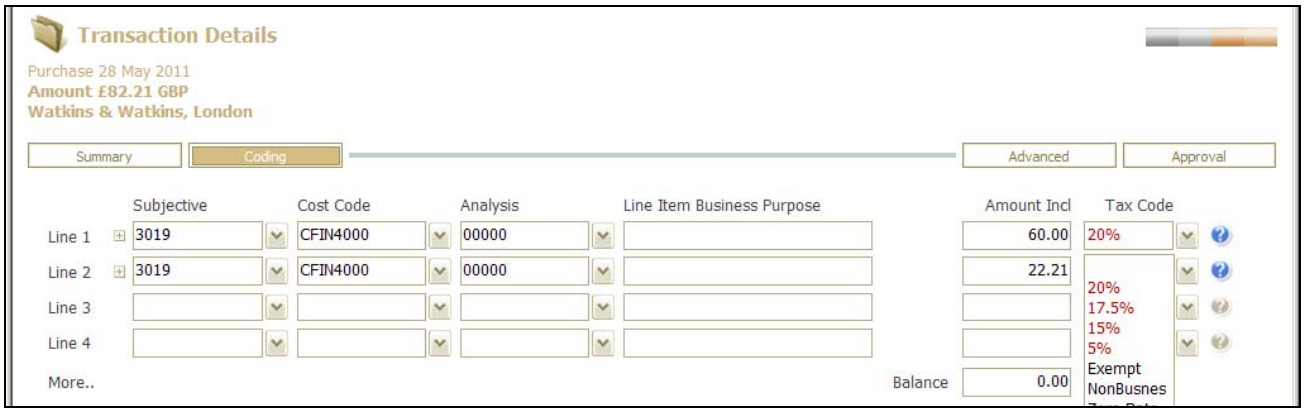
A pop up box will appear where you will be able to select the amount of lines you wish to split the transaction over. Select the amount of lines using the drop down box. The system will automatically split the transaction total equally across the amount of lines chosen. You are able to overtype this with the appropriate amounts.



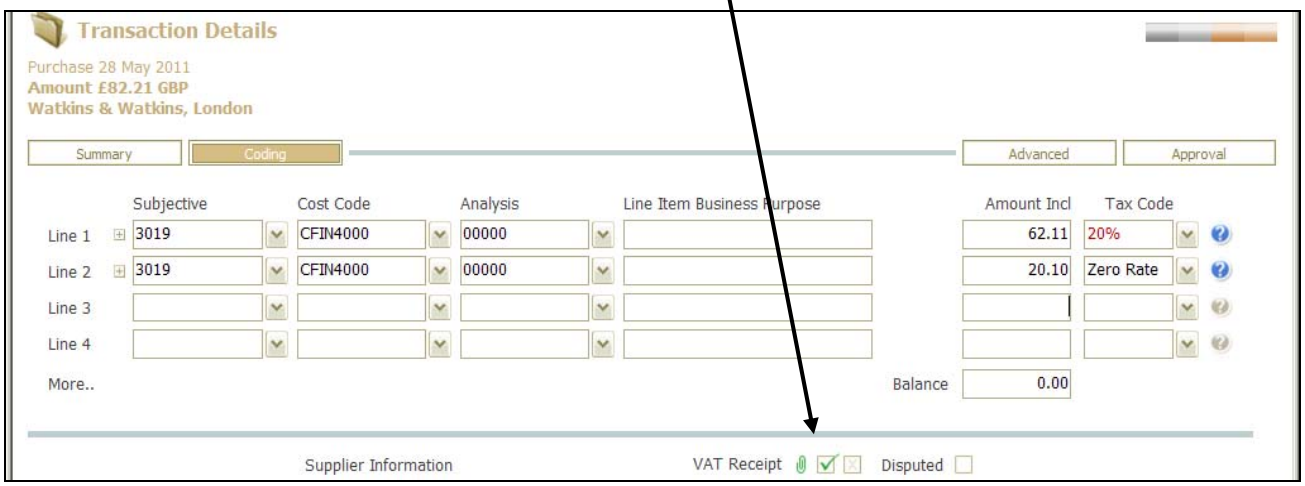
Click Save. You will now see the additional lines added, and are able to amend the codes appropriately.

Step 2 – Checking the Tax Code

The **Tax Code** will default in as blank. This is a mandatory field you will therefore need to amend by choosing a different tax code from the drop down list. The following options can be chosen: 20%, 17.5%, 15%, 5%, Zero Rate, Exempt, and Non Business.



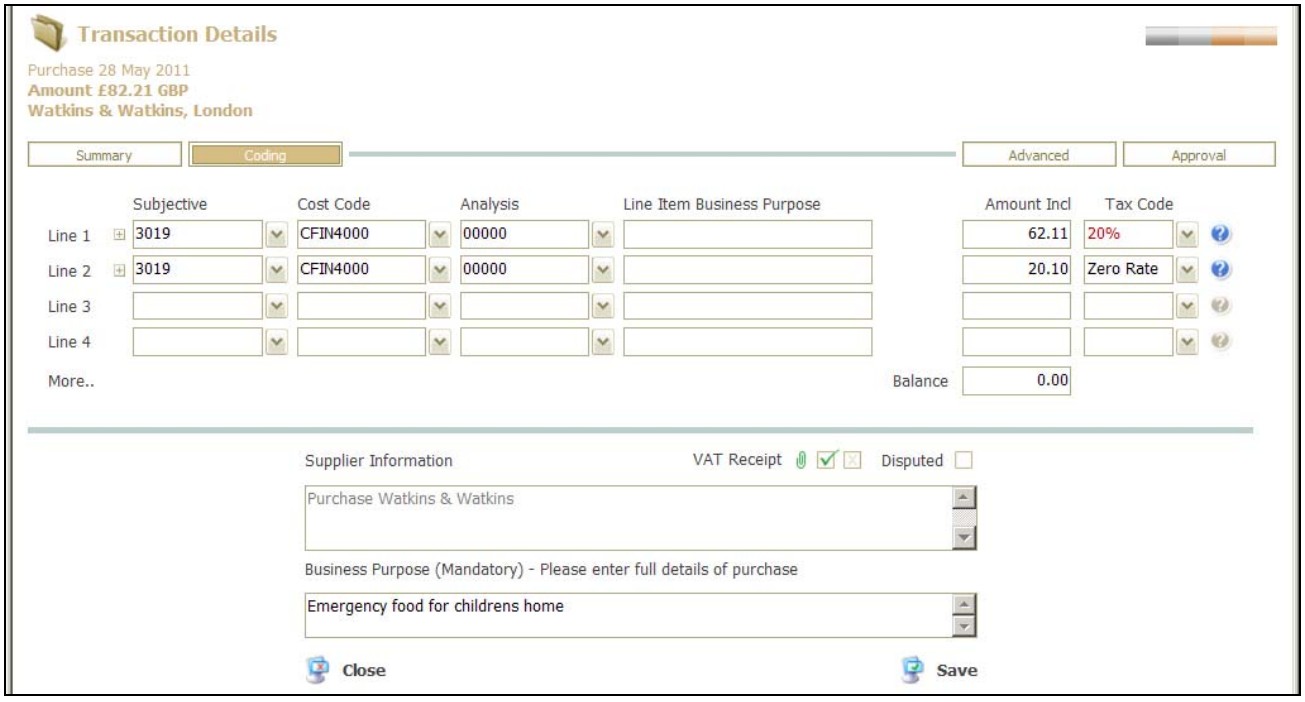
If the item is VATable the **VAT receipt** box should be ticked to confirm that you have attached a valid VAT receipt for this transaction.



You must always provide evidence of your purchase in the form of a receipt but you need only tick the VAT receipt box if the item is VATable (if some items are VATable and others are not you should split out the total amount as shown above).

Step 3 – Adding the Business Purpose

This is a mandatory field. You should enter the reason for the purchase so that budget holders/auditors etc. are clear regarding the purpose of the purchase e.g. Weekly groceries purchase for residential home. When you are making a purchase on behalf of someone else state clearly their name. Freedom of Information requests and certain statutory returns require ECC to report on key personnel and spend types.

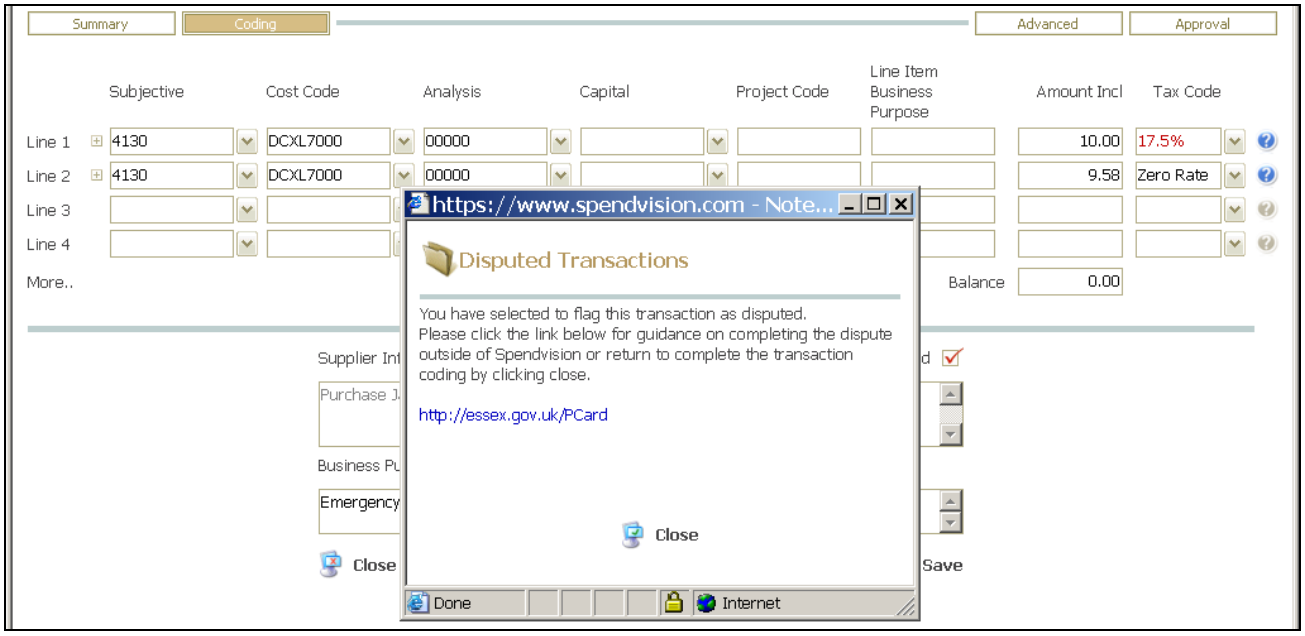


Step 4 – Save the transaction

Click **Save**, if you have completed all these steps then the transaction will now have a green tick beside it on your **Account Statement** page and YES under the Image column.

2.5 Disputing a transaction

If you wish to dispute a transaction, **Click** **Disputed** and follow the instructions. You should note that you will need to raise this separately with the Supplier/Barclaycard as appropriate and notify the budget holder. The item will still need to be coded and a business purpose entered and will update to IFS when the monthly extract is taken and any credit later can be coded to offset the transaction.



2.6 After uploading and attaching your receipt and coding your transaction

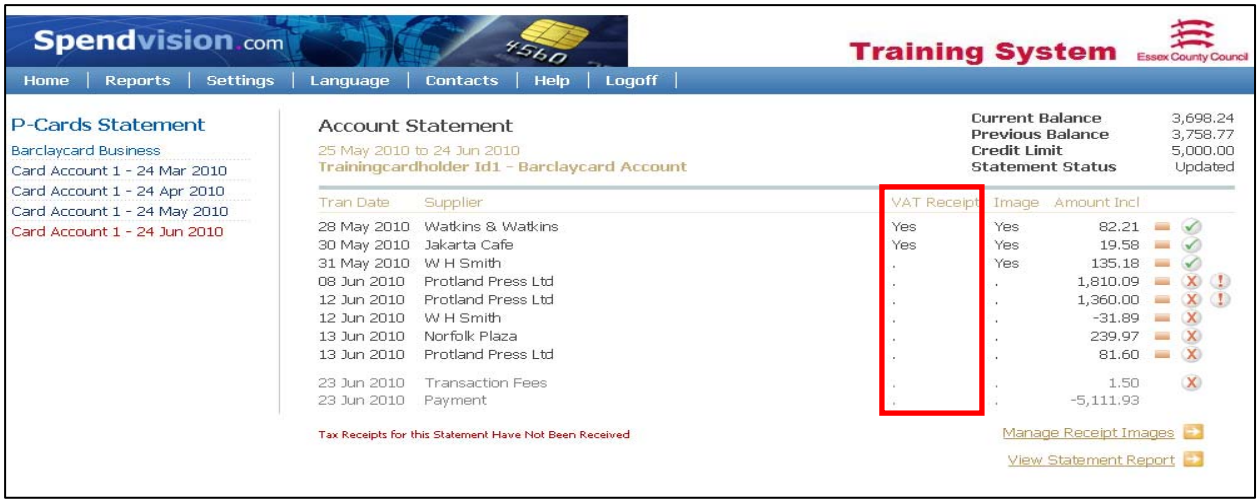
Cardholders can view at a glance if they have loaded and attached a receipt to each transaction and if they have ticked the **VAT Receipt** box to claim back any VAT.

The **VAT Receipt** column refers to the VAT Receipt box on the **Transaction Details** screen. There will be a **Yes** in this column if the cardholder has ticked the box to claim VAT.

If you wish to claim VAT you must ensure that you have placed a tick in the VAT receipt tick box. This is to enable ECC to claim back the VAT on behalf of your team. VAT reclaim means you pay 20% less for goods and services where VAT is charged.

On the **Account Statement** page check there is a **Yes** in the **VAT Receipt** column next to each transaction if you have attached a receipt that includes VAT. By close of statement period you need to have a **Yes** against each transaction in the **VAT Receipt** column for all transactions that include VAT.

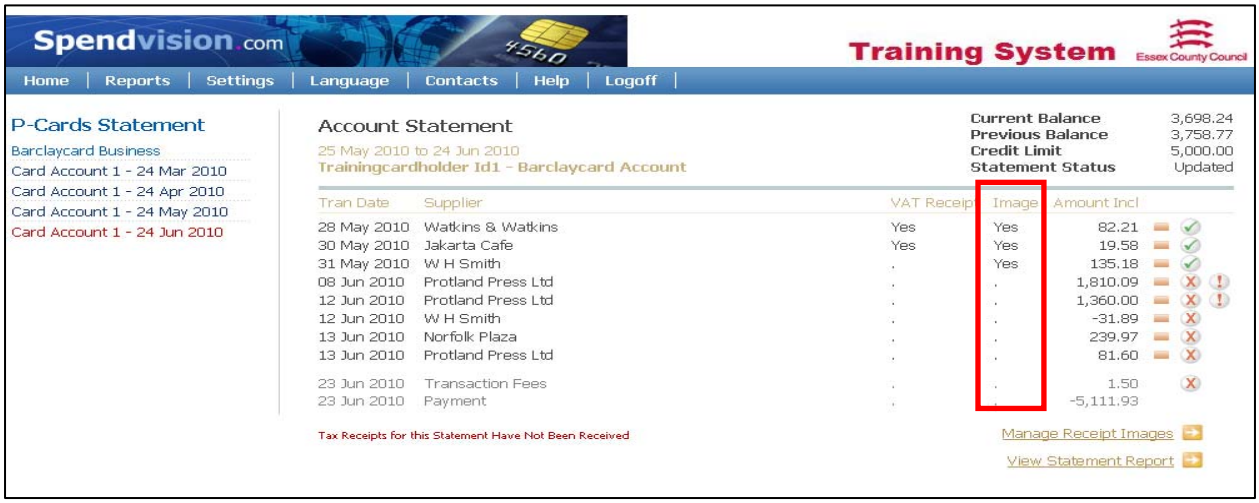
In the example below the cardholder claims VAT for two transactions. If the cardholder does not claim VAT there will be a dash in this column.


Spendvision.com
Training System
Essex County Council
Home | Reports | Settings | Language | Contacts | Help | Logoff
P-Cards Statement
Barclaycard Business
Card Account 1 - 24 Mar 2010
Card Account 1 - 24 Apr 2010
Card Account 1 - 24 May 2010
Card Account 1 - 24 Jun 2010
Account Statement
25 May 2010 to 24 Jun 2010
Trainingcardholder Id1 - Barclaycard Account
Current Balance 3,698.24
Previous Balance 3,758.77
Credit Limit 5,000.00
Statement Status Updated
Tran Date | Supplier | VAT Receipt | Image | Amount Incl
28 May 2010 | Watkins & Watkins | Yes | Yes | 82.21
30 May 2010 | Jakarta Cafe | Yes | Yes | 19.58
31 May 2010 | W H Smith | . | Yes | 135.18
08 Jun 2010 | Protland Press Ltd | . | . | 1,810.09
12 Jun 2010 | Protland Press Ltd | . | . | 1,360.00
12 Jun 2010 | W H Smith | . | . | -31.89
13 Jun 2010 | Norfolk Plaza | . | . | 239.97
13 Jun 2010 | Protland Press Ltd | . | . | 81.60
23 Jun 2010 | Transaction Fees | . | . | 1.50
23 Jun 2010 | Payment | . | . | -5,111.93
Tax Receipts for this Statement Have Not Been Received
Manage Receipt Images
View Statement Report

The **Image** column refers to loading and attaching a receipt.

On the **Account Statement** page check there is a **Yes** in the **Image** column next to each transaction. This means you have loaded and attached the receipt correctly. By close of statement period you need to have a **Yes** against each transaction in the **Image** column.

In the example below the cardholder has successfully loaded and attached three receipts for three transactions. If there is a dash in this column the receipt has not been loaded and attached successfully.


Spendvision.com
Training System
Essex County Council
Home | Reports | Settings | Language | Contacts | Help | Logoff
P-Cards Statement
Barclaycard Business
Card Account 1 - 24 Mar 2010
Card Account 1 - 24 Apr 2010
Card Account 1 - 24 May 2010
Card Account 1 - 24 Jun 2010
Account Statement
25 May 2010 to 24 Jun 2010
Trainingcardholder Id1 - Barclaycard Account
Current Balance 3,698.24
Previous Balance 3,758.77
Credit Limit 5,000.00
Statement Status Updated
Tran Date | Supplier | VAT Receipt | Image | Amount Incl
28 May 2010 | Watkins & Watkins | Yes | Yes | 82.21
30 May 2010 | Jakarta Cafe | Yes | Yes | 19.58
31 May 2010 | W H Smith | . | Yes | 135.18
08 Jun 2010 | Protland Press Ltd | . | . | 1,810.09
12 Jun 2010 | Protland Press Ltd | . | . | 1,360.00
12 Jun 2010 | W H Smith | . | . | -31.89
13 Jun 2010 | Norfolk Plaza | . | . | 239.97
13 Jun 2010 | Protland Press Ltd | . | . | 81.60
23 Jun 2010 | Transaction Fees | . | . | 1.50
23 Jun 2010 | Payment | . | . | -5,111.93
Tax Receipts for this Statement Have Not Been Received
Manage Receipt Images
View Statement Report

2.7 What happens after you have completed coding the transaction on your card statement?

Your transactions will be processed into the IFS General Ledger as part of the monthly extract.

2.8 How to delegate your card statement

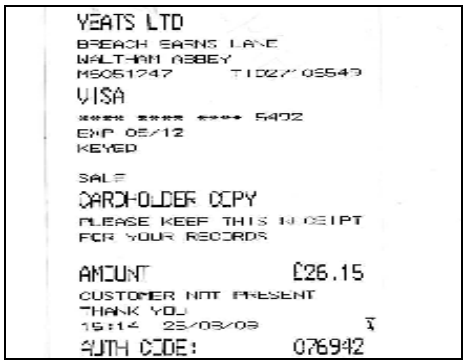
If you are going on leave, or for another reason may be unable to code your statement for a period of time, you can request to delegate your statement to another employee. Please complete the delegate form available from the intranet or the Schools Info Link site. You will still be able to view and code your own statement, however the person you have delegated your card to will also be able to do this.

Delegation is one method to cover extended absences. However, it should be noted that Approvals and Statement processing can be performed from any PC with Internet access; therefore delegation may not be necessary in all circumstances. You will remain accountable for ensuring accurate and timely coding of transactions.

3.0Example receipts

4.1 Example of an incorrect receipt

This is a card slip rather than a receipt. It does not give any detail of the items purchased or breakdown the amount and show VAT if applicable.


YEATS LTD
BREACH BARNS LANE
WALTHAM ABBEY
M5051247 TID27/05543
VISA
**** **** **** 5402
EXP 05/12
KEYED

SALE
CARDHOLDER COPY
PLEASE KEEP THIS RECEIPT
FOR YOUR RECORDS

AMOUNT £26.15
CUSTOMER NOT PRESENT
THANK YOU
15:14 25/03/09
AUTH CODE: 076942

4.2 Example of a correct receipt/invoice

An example of a correct receipt is the one shown below, in this example you can tell which items are VATable by the *. In the Spendvision system you would code £2.38 (£1.52 + £0.86) as VATable and the remainder £8.89 as Zero rated.

Sainsbury's
Try something new today
HALSTEAD : 01787 293000

Sainsbury's Supermarkets Ltd
33 Holborn London EC1N 2HT
www.sainsburys.co.uk
VAT NUMBER: 660 4548 36

ORGANIC WHOLE MILK	£1.03
* ULTRA WIPE KIT TWL	£1.52
* COMFORT VAPRSE	£0.86
JS COFFEE FILTER	£1.67
JS COFFEE FILTER	£1.67
CHINESE BEANSPROUTS	£0.59
KINGSMILL 50/50 THK	£1.00
MAIL ON SUNDAY	£1.50
POTATOES BAKING LSE	
1.155 kg @ £1.24/ kg	£1.43
.BAG RE-USE	
9 BALANCE DUE	£11.27
CONNECT DEBIT	£11.27

4.0Useful Contacts

Barclaycard
0844 822 2160 in the UK or +44 1642 876 690 internationally – 24 hour service.
The above number should be used for:
Lost and stole cards – this should be reported immediately
Card or PIN enquiries – if your card/PIN has not arrived or has been damaged
Fraud – in the event of a fraudulent transaction on your account

P-Card Administrators
If you have a query regarding the use of your card or the Spendvision system please contact the P2P administrators at purchase.card@essex.gov.uk or phone the P2P helpdesk 01245 437708 (internal ednet 51708).

5.0Glossary of Spendvision icons

Common Icons	**Transaction Status Icons:** Red Cross- Indicates that some coding is still required and/or not all mandatory fields have been completed. Green tick - Indicates that the transaction as been coded and all mandatory fields have been completed. **Other Icons:** Print from screen